



CUSTODIAN

Purpose:

To actively support and uphold the City's stated mission and values. To perform a full range of custodial duties related to the care, cleaning, and minor maintenance of assigned buildings and facilities.

Supervision Received and Exercised:

Receives general supervision from the Custodial Supervisor or from other supervisory or management staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Clean, sanitize and deodorize jail cells and restroom facilities and fixtures including sinks, urinals and toilets; clean and sanitize showers as assigned; maintain fixtures and replenish supplies in restrooms.
- Sweep, vacuum, mop, wax, strip, and polish floors using a variety of chemicals, cleansers and equipment; vacuum and shampoo carpets and upholstered furniture.
- Dust and polish furniture, woodwork, fixtures, and equipment; wash windows, mirrors, walls and ceilings.
- Empty, clean and sanitize ashtrays and waste receptacles.
- Move and arrange furniture and equipment and set-up rooms for meetings and special functions.
- Replace lightbulbs and fluorescent tubes in City facilities and outside entryways.
- Secure facilities after working hours.
- Maintain custodial equipment in proper working condition.

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- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Some experience in cleaning and maintaining building interiors is desirable.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Additional Requirement:

Must pass police polygraph and background examination.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 8301

Salary Range: 05

FLSA: Non-Exempt